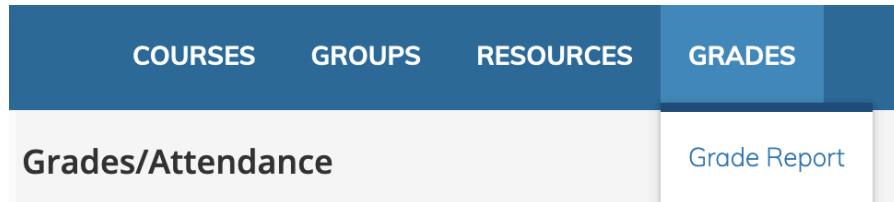


# How to retrieve your grades for your school records:

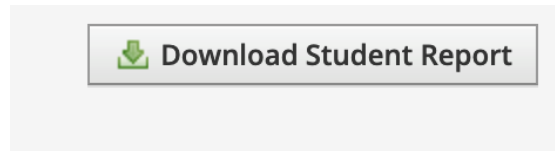
1. Log into schoology

**To print off a transcript that can be signed.**

2. Click on “Grades”



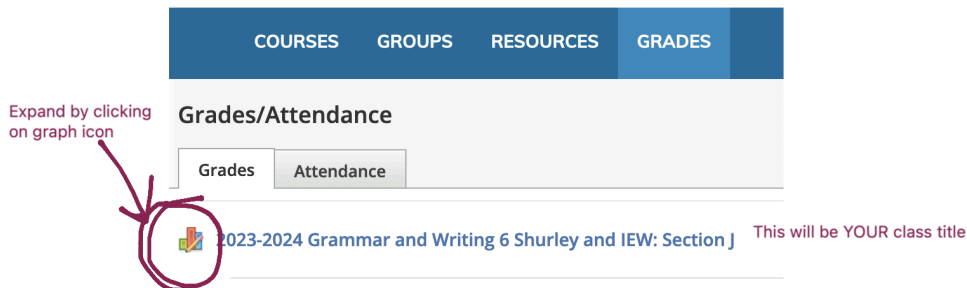
3. Click on “Grade Report”
4. Click on “Download Student Report” in upper right hand corner



5. Select “Grading Period” and press next
6. Select your class/classes
7. Submit

**This will give you an official grade transcript that can be signed by your parent.**

**To print off the “Grade Report”, please click on “Grades” and “Grade Report”**



1. You will need to EXPAND the graph icon and all the dropdowns for each category.
2. Save/Print off your grade report for each class. This will show all your assignments, tests, etc.